

#08-35
10/3/2008



**** CAREER OPPORTUNITY ****
UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF TEXAS

Position Title: Automation Support Specialist
Location: Houston, Texas
Closing Date: Until Filled
Salary Range: \$40,544 - \$65,921 (CL-25)*
*Salary Commensurate with Qualifications

POSITION OVERVIEW

The Automation Support Specialist provides specialized and routine user support services, including user training and computer problem resolution. Assists in defining and implementing automation training plans. Serves as central point of information and assistance for court automation users.

QUALIFICATIONS

To qualify for the Automation Support Specialist position, a candidate:

- Must have four years work experience, two of which should be specialized experience with PC and networking software.
- An associate or bachelor's degree in automation/computer technology/information management is preferred.
- Support experience with Novell 6.x, Windows and Linux file servers.
- Extensive experience supporting Windows desktops.
- Experience with a variety of technologies such as telephone systems, remote conferencing, video/audio presentation systems is preferred.

- Must be able to work as team member and handle large quantity of work requiring meticulous attention to detail.
- Able to work outside of scheduled hours and resolve technical issues quickly.
- Must have a working knowledge of Unix, Novell and Windows systems.

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System and are “at will” employees.

BENEFITS

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

SUBMIT A COVER LETTER AND RESUME WITH SALARY HISTORY TO: United States Courts , Human Resources Department, Attn: Steve Lowe, P.O. Box 61010, Houston, TX 77208-1010.

The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within 90 days from date position is filled. The final candidate may be subject to a records check with law enforcement agencies.

(In-house applicants may apply by submitting a memorandum addressed to the Clerk of Court with copies to immediate supervisor and to the personnel office.)

Applicants may be asked to take proficiency tests.

EQUAL OPPORTUNITY EMPLOYER